

**Commonwealth of Virginia**  
**PRIVATE SECURITY SERVICES ADVISORY BOARD**

**March 25, 2003**  
**Quarterly Meeting Minutes**

Held at the Lynchburg Ramada Inn & Conference Center, Lynchburg, Virginia

**Call to Order:**

At approximately 10:00 a.m., Chair Mary Kay Wakefield called the meeting to order for the Private Security Services Advisory Board (PSSAB).

**Attendees:**

Chair Mary Kay Wakefield, Vice Chair P. Robbie Robertson, Jr., Secretary Dennis A. VanDuzee, Sean D. Creamer, Brent Fortner, Clyde Sparks, Kevin Hodges and R. Stephen Martin.

**Absent:**

Debra Aylward Lt. Paul Midgett, and Robert Shuster were unable to attend.

**Opening Remarks:**

Chair Wakefield thanked Mr. Robbie Robertson for making the arrangements for the March 25, 2003 quarterly meeting. Chair Wakefield welcomed everyone in attendance to the PSSAB meeting. Ms. Wakefield also congratulated Mr. Leon Baker, Acting Director, Division of Regulation and Research, Ms. Lisa Hahn, Acting Section Chief and Mr. Burt Walker, Acting Deputy Section Chief on their recent interim promotions.

**Approval of Minutes:**

Minutes for the December 3, 2002, Private Security Services Advisory Board meeting were reviewed. A motion was made by Mr. Robertson and seconded by Mr. Fortner to approve the minutes. Minutes were unanimously approved.

**Committee Reports:**Legislative Committee

Mr. Sean Creamer gave the following report for the Legislative Committee.

HB 1817 sponsored by Delegate Scott. The PSSAB supported the bill and it was passed. This bill changed the certification category for unarmed security officers, electronic security employees and electronic security technician's assistants to registration category.

HB 2121 sponsored by Delegate Reid. The original bill was opposed by the PSSAB. An amended version passed that exempts technical accident reconstructionists from private security business licensure requirements.

SB1240 bill was sponsored by Senator Norment states the DCJS, Private Security Section will regulate Special Conservators of the Peace. The bill will become effective July 1, 2003. This bill adds an addition seat to the PSSAB and brings the total membership to twelve.

Mr. Creamer stated that Ms. Aylward, Chair requested that Legislative Committee continue meetings to prepare for next year's legislative concerns. Mr. Creamer stated that Mr. Kevin Hodges had been appointed Co- Chair to the Legislative Committee. Anyone who wishes to be part of this committee contact either Ms. Aylward or Mr. Hodges.

A motion was made by Mr. Fortner and seconded by Mr. Sparks to approve the legislative report. Legislative report was unanimously approved.

## **UNFINISHED BUSINESS**

### Harold L. McCann Memorial Award

Mr. Martin made a recommendation to change the Harold L. McCann Memorial Award as it relates to the **CANDIDATE NOMINATION PROCEDURE**. (See Attachment A)

A motion was made by Mr. Sparks to accept the recommendations presented by Mr. Martin to the Candidate Nomination Procedure, and add in section D "October 7" and reduce the candidate qualifications from seven to four, seconded by Mr. Creamer. The motion was unanimously approved.

## **DCJS Report:**

Ms. Hahn , Section Chief discussed the following:

- The PSSAB Orientation Manual was updated and inserted into the manual. Ms. Hahn requested the board members to bring their manual to all board meetings.
- The proposed regulations have been posted and the 60-day public comment period is from March 24 through May 23, 2003, public comment should be sent to Ms. Hahn. Public hearing will be held on June 12, 2003, Criminal Justice Services Board's-Committee on Training (COT).
- An informational news bulletin will be forth coming and will be posted on the web. The bulletin will also be e-mailed to individuals on the Public Participant Guidelines List (PPG). Ms. Hahn encourages regulants to notify DCJS by e-mail if they want to be added to the, PPG list. Compliance agents, school owners and directors and business owners are automatically on the PPG.
- Notified that two members of the PSSAB term will expire on July 1, 2003. The two members are Mr. Sparks and Mr. Shuster. Applications forms were disseminated. Both board members are eligible for a second term and if they wish to seek a second term they must apply. Application forms can also be found on DCJS website.
- A Firearm Instructor course will be held on June 20 through 28, 2003 in the Virginia Beach area. Also there will be a General Instructor Training on May 12 through the 16, 2003 in Dale City. Both will be posted on the DCJS website. Ms. Hahn wanted to thank Mr. Robertson and Larry Daniels of Richmond Security Services, Inc. for their assistance and support with the compliance agent in-service training. Ms. Hahn also

thanked Mr. Walker for his work in increasing the number of compliance agent in-service training classes to accommodate the demand.

- SB 1240 concerning Special Conservators of the Peace will become effective July 1, 2003 once Governor Warner signs the bill. DCJS will start the emergency regulations and administrative procedures to comply with the new law. By December 1, 2003, the department is required to forward a report on the status of new regulations, applications and fees requirements to the Virginia State Crime Commission. The Department begins taking applications by January 1, 2004. This bill will require an additional representative as a Special Conservators of the Peace on the PSSAB. If the budget allows the Department will hire one additional employee to manage the program.
- The process of gaining on-line access for Private Investigators to obtain DMV information has been established.
- A private security business self-audit program has been developed and will be initiated in the near future.
- Two new on-line programs were introduced Watson and Osprey. Watson is our online renewal program. It allows Compliance Agent or School Director the ability to check the status of employee's applications, even initial applications. Osprey allows School Directors the ability to look at sessions that are currently running, instead of waiting until they are over to see if they show up in the roster section. Osprey allows you to make changes in session notifications (time, end date, instructor, location) up to the day the class is scheduled to start.
- The workload as it relates to fingerprints applications and telephone calls have increased dramatically since January 1, 2003. Ms. Hahn discussed making some internal process changes and also discussed sending out a memo to compliance agents asking for their assistance as it relates to their employee(s) calling DCJS about issues that the compliance agent can resolve. This should help to reduce the telephone calls to DCJS.
- Reminded the industry to use the Status Hotline at 1 (877) 9STATUS, or 804.786.1132. This system provides information on the status of applications.
- The Governor' biannual reduction plan and how it will effect the Private Security Services Section.
- The PSS Conference will be held from October 6 through 9, 2003 and the " Save the date postcard" has been sent out. The format will be similar to last year's conference.

Mr. Walker discussed the following:

- DCJS is currently researching into on line training and advanced training options.
- Changing DCJS training locations from hotels to public facilities to save money.

- Increasing the number of entry level compliance agent training sessions to meet the demands for compliance agents for new business licensees.

## **NEW BUSINESS**

Chair Wakefield discussed the following:

- All board members need to take an active role to be informed and communicate to the industry. New ideas should be encouraged and developed.
- A new committee will be formed chaired by Ms. Aylward as it relates to restructuring the Code of Virginia for Private Investigators.
- Mr. Fortner was assigned the task to review the role that private security has as it relates to HomeLand Security administrated by Mr. Hager. An update by Mr. Fortner will be given at the July meeting and the PSSAB will determine if there is any further action needed.
- Mr. VanDuzee will serve on the training committee with Chair Mr. Martin. Training as it relates to preparing for threats and distance learning should be on the agenda of the Training Committee.
- Ms. Hahn will review issues and make recommendations as it relates to the Freedom of Information Act. Mr. Creamer will assist with this concern.
- Mr. Hodges will co-chair with Ms. Aylward on the Legislative Committee.

Mr. Sparks made a motion to form a committee to explore an organization statement as it relates to a PSSAB, seconded by Mr. Martin. Mr. Creamer, Mr. Sparks and Mr. Martin voted yes. Chair Wakefield, Vice Chair Robertson, Secretary Van Duzzee, Mr. Hodges and Mr. Fortner voted no. The motion was defeated.

Mr. Sparks made a motion to form a Public Relations committee to enhance exposure and increase participation to the PSSAB, seconded by Mr. Martin. The motion was unanimously defeated.

## **Public Comment:**

Mr. Haywood Long

- Commented that the Self-Audit should include training schools. Ms. Hahn stated that training schools would be included in the Self-Audit program.
- Questioned the requirements and who is going to conduct training for special conservators of the peace. Ms. Hahn stated we anticipate creating an industry work group to address issues concerning the special conservators of the peace.

- Does the exempt group for the special conservators of the peace required to be registered? Ms. Hahn stated that if they are exempt they would not have to be registered with Private Security Services.
- Mr. Haywood stated that there are too many licensure exemptions and that HB 2121 (exemption for accident reconstruction) is adding to his concern. The board should ensure that there are no other exemptions.

John Kochensparger

- Is requesting an additional public hearing for the proposed regulations.
- Mr. Kochensparger is opposed to the change in the re-instatement of individual requirement from 90 days to 30 days. For the re-instatement of businesses and schools the reduction to 30 day from 90 days is acceptable.

#### **Next PSSAB meeting:**

The next PSSAB meeting will be held on July 17, 2003 in Harrisonburg, Virginia. The location is to be announced.

#### **Adjournment:**

With no further business, Mr. Sparks made a motion to adjourn and Mr. VanDuzee seconded it. The motion was unanimously approved.

#### **Public Attendees:**

Hayword Long  
 Larry Daniel  
 Judith Daniel  
 Steve Copeland  
 James H. Rowe  
 Charles W. Cary  
 Bill Mc Crougy Jr.  
 John Kochensparger  
 George Haudricourt  
 Dorinda D. Hughes

## **Attachment A**

**2003**

### **Harold L. McCann Memorial Award Excellence In Private Security Services CANDIDATE NOMINATION PROCEDURE**

The Harold L. McCann Memorial Award is awarded annually to an individual who has exhibited strong leadership, innovation, courage, and excellence in the private security services profession in the Commonwealth of Virginia. This award is given in recognition of Mr. Harold L. McCann for his dedication, personal integrity, and demonstrated leadership in more than 40 years of service in the private security industry.

#### **CANDIDATE INFORMATION**

Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Nominated By: \_\_\_\_\_

#### **NOMINATION INSTRUCTIONS**

(A.) Harold L. McCann Memorial Award nominee must be (1) an individual who has held, or currently holds a private security services certification and/or registration or; (2) an individual employed by a certified or licensed private security services entity in the Commonwealth of Virginia.

(B.) Qualifications to be considered and evaluated for the award are: courage of convictions, innovation, personal integrity, and demonstrated leadership abilities in private security services profession in the Commonwealth of Virginia.

(C.) Please fill out the attached Candidate Qualifications Form

(D.) Please return Candidate Information, Candidate Qualifications to: Steve Martin, Southwest Virginia Community College, P.O. Box SVCC, Richlands, VA 24641-1101. A panel consisting of members of the Private Security Services Advisory Board will evaluate and select an individual for the award. The award will be presented on Tuesday, October 7th at the 2003 DCJS Private Security Services Management and Training Conference at Virginia Beach.

(E.) The deadline for the receipt of nominations is June 13, 2003. Any nominations received after this date will not be considered. Any questions should be directed to Steve Martin at 276-964-7204.

#### **CANDIDATE QUALIFICATIONS**

Briefly describe how the candidate has demonstrated the following qualifications:  
(Each qualifications has a 1 - 5 point value assigned at the time of the evaluation)

1. Courage of convictions:
2. Innovation:
3. Personal integrity:
4. Demonstrated leadership abilities in private security services profession in the Commonwealth of Virginia: